Global Health Programs - Paperwork Checklist

- Please return all forms and documents to the Global Health Initiative (GHI) except where uploading of documents to the GOIS system is indicated. (To avoid duplicative requests for paperwork, please do not send paperwork to the Office of Global Opportunities (OGO) or Admissions.

- Make your deposit and final program payments through your OHIO Student Account.

- Program or country specific questions, including in-country logistics, coursework requirements, packing list, etc., can be directed to your Program Director.

**ONCE NOMINATED:**

- All participants: Carefully read the nomination e-mail sent to you. **Accept or decline your nomination through GOIS** by the acceptance deadline. Also complete the Health Information tab at this time.

- Submit a **$500 non-refundable deposit** by the due date indicated in your nomination e-mail. Instructions on paying the deposit are also included in this e-mail.

- Tuition and program fees (as appropriate) for all participants will be posted to your Ohio University Student Account and be due prior to departure. You WILL NOT receive an invoice by mail or e-mail. Finance charges will accrue monthly for any amount not paid prior to departure.

- For Ecuador programs (Field Research and Service Learning, Community & Public Health, Nursing & Medicine): E-mail a digital picture of yourself to the Global Health Office. The picture should be a headshot with a clear background. These will be used for program IDs in Ecuador and must be received by **April 1**.

**COMPLETE THE FOLLOWING FORMS IN GOIS:**

- Worldwide health and evacuation insurance is included in the program fee for the length of the program. All participants: read and check the Age Verification box on the Health Insurance tab in GOIS. You can extend the insurance beyond the program travel dates for an additional fee by completing the information under “Extend Health Insurance”.

- Upload a color copy of the picture page of your passport and your flight itinerary (once travel arrangements have been purchased) on the Travel Information tab in GOIS. (Word and PDF files are accepted, JPEG files are not accepted). Also enter your passport information and your travel itinerary in the appropriate boxes. For program departures in May & June, passports need to be uploaded by **April 1**.

- Register with the U.S. Embassy at the U.S. Department of State at [https://step.state.gov/step/](https://step.state.gov/step/). Confirm your registration in GOIS on the Smart Traveler Enrollment Program Tab. (If you are not a US citizen you do not need to register).

Please include OHIO contacts so they may act on behalf of Ohio University. Under the **Privacy Act Information** section, please mark “Others” and include the following in the space provided for waiver comments: Office of Global Opportunities, (740-593-4583, global.opportunities@ohio.edu) and Dr. Gillian Ice (740-593-2128, iceg@ohio.edu) and Global Health Office, (740-593-2359, globalhealth@ohio.edu), Ohio University, E118 Grover Hall, Athens, OH 45701.
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**COURSE REGISTRATION AND OTHER REQUIREMENTS:**

- Read and follow the instructions to complete the **Course Registration Form** that is e-mailed to you or provided to you by your Program Director. Have your course selections approved by the program director or appropriate faculty (signatures required for OHIO students on-campus, an e-mail approval will suffice for off-campus students). Register for the approved courses using your OHIO ID at [https://sis.ohio.edu](https://sis.ohio.edu). (Contact globalhealth@ohio.edu for additional instructions.)

- **All participants must participate in the required orientation(s) prior to departure.** This may include a program specific orientation and the Bobcat's Abroad Global Health Online orientation. Bobcats Abroad will be made available to you through Blackboard.

- Some programs may also require completion of course modules prior to departure. Your Program Director will provide you with information if pre-trip coursework is required.

- **Obtain immunizations** as recommended by CDC guidelines [http://www.cdc.gov](http://www.cdc.gov) and your healthcare provider and submit documentation of receipt of these immunizations to the GHI.

- **Medical, nursing and other students in the health professions must complete a TB test within 2 months of departure** and submit the results to the GHI prior to departure. (Not required for London Global Public Health, Ecuador Community & Public Health, and Paraguay Social Work.)

- Read, sign and return the last page of the **Guidelines for Ethical Practice** to the Global Health Office. You may also bring the signed copy with you to your program’s orientation.

**UPON RETURN:**

- Complete the **program evaluation** within 2 weeks of your return. We will e-mail the link to your provided OHIO email address.

- Complete any coursework required to receive credit for the program.
  - For Heritage College Year 3 & 4 students: Ensure that your preceptor evaluation is submitted to your Clinical Education Office and GHI and you follow the requirements of the OCOM 8911 Syllabus.

- Share your experience and photos on the [Global Health Initiative Facebook](https://www.facebook.com) page or on Twitter @OUglobalhealth!

- **Medical, nursing and other students in the health professions must complete a post-trip TB test** 10 weeks after return and submit results to globalhealth@ohio.edu. (Not required for London Global Public Health, Ecuador Community & Public Health, and Paraguay Social Work.)

- **Non-OHIO students** can request transcripts at [http://www.ohio.edu/registrar/transcri.cfm](http://www.ohio.edu/registrar/transcri.cfm).

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